

Funding Screens

In this section you will do the following:

- **Obligate money to a participant**
- **Authorize a payment on behalf of a participant**
- **Pay something on behalf of a participant**

Funding

The screenshot shows the MontanaWORKS {Test} - Employment Plan window. The 'Funding' tab is selected, and a red arrow points to it. The window displays the following sections:

- Possible Enrollments:** A table with columns: Program, Date, Close Dt, Comments/Outcome. It includes 'Add', 'Delete', and 'Show Closed' buttons.
- Eligible Enrollments:** Two sections: 'MontanaWorks Eligibility' and 'Other Potential DLI Programs'. Each has a list of programs with checkboxes. It includes 'Add', 'Delete', 'Verify Date', 'Enroll', and 'Agreement' buttons.
- Actual Enrollments:** A table with columns: Program, Start Dt, End Dt, Outcome. It includes 'Oops!', 'Show Closed', 'Save', and 'Cancel' buttons.

The 'Actual Enrollments' table contains the following data:

Program	Start Dt	End Dt	Outcome
WIA Dislocated Worker	05/10/07		
WIA Adult	05/10/07		

The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

To navigate to the Funding section, click on the **Funding Tab** on the Employment Plan screen.

FUNDING:


There are three steps in MontanaWORKS when you are going to go and pay something on behalf of a participant.

1. Obligation – You will obligate money to each participant based on an estimate of what you think you will spend on that participant through the end of the fiscal year. You can make obligations for someone beyond the current fiscal year, but it is not advisable until you know what your funding is like for the next year. You are able to update the obligation for each participant at any time. You cannot go over your agency's allowed amount of money for the year.
2. Authorization – You authorize individual payments for services based on the estimate of what you think that certain service will cost. When you authorize a certain amount, it is deducted from the amount you have obligated for that participant.
3. Make Payment – When you make a payment on behalf of a participant, that money is deducted from the authorization you made as well as the obligation.

STEP 1 OBLIGATION

This participant has been enrolled in the Dislocated Worker and Adult program and the case manager works at the Butte Job Service, so both Dislocated Worker and Adult funding streams and amounts available show in the “Enrollments” section of this screen.

The program operators who have the participant enrolled in a program will show up in this area, however the “Funding Available” field will show zero if that operator is not you.

The First Step to paying something on behalf of the participant is to Obligate dollars to the participant. Make sure the funding source you wish to obligate from is highlighted. Click on the  button.

Employment Plan Screen

Funding Tab

New Obligation button

The screenshot shows the MontanaWORKS Employment Plan screen with the Funding Tab selected. The 'New Obligation' dialog box is open, allowing users to enter obligation details. The main screen displays a table of funding sources and a list of services.

Fund Source, Enrollment	Available	Level	Closed
TEST FUNDING - 2007, WMA Dislocated	83,300.00	Butte Job Ser	<input type="checkbox"/>
WMA BOS - 2007, WMA Dislocated	10,000.00	Butte Job Ser	<input type="checkbox"/>

The 'New Obligation' dialog box contains the following fields:

- Fiscal Years: 07/06 - 06/07, 07/07 - 06/08, 07/08 - 06/09, Total
- Obligated: .00, .00, .00, .00
- Planned End: [Empty field]

Buttons: Save, Close, Authorize, Cancel.

Type in the amount you wish to obligate and the "Planned End" date. The Planned End date (MM/YYYY) should be the date you plan on ending services all for the participant, not necessarily the end of the fiscal year.

Again, only obligate dollars for this fiscal year (for WIA)

Notice that in this example, the funding source of Dislocated Worker is highlighted on the main screen; this is where this obligation will be made.

Save and **Close** when you are done!

Note: If you obligate an amount and after a few months, you run out of money in the obligation, all you have to do is type over the Obligated Amount to increase it.

Employment Plan Screen Funding Tab

STEP 2 AUTHORIZE PAYMENT (this is a different participant!)

MontanaWORKS [Test] - Employment Plan

File Edit Navigation Options Utility Window Help

Employment Plan - ARTHUR FONZERELLI(999-06-3243) Plan 1 of 1 | Carol Evanger (406)542-5763

Enrollment Appropriateness Employment Plan Progress Funding Closures Case Notes

Enrollments

Fund Source, Enrollment	Available	Level	Closed
VIA BOS ADULT (Oct - June) FY 2008	105,247.00	Missoula Wor	<input type="checkbox"/>
VIA BOS ADULT(JULY - SEPT) PY 20	24,201.00	Missoula Wor	<input type="checkbox"/>

Obligation Plans

Level: Missoula Workforce Center Job Ser

Fiscal Years:	07/07 - 06/08	07/08 - 06/09	07/09 - 06/10	Total
Obligated:	5,000.00	.00	.00	5,000.00
Available:	4,150.00			
Planned End:	12/2009			

Level:

Fiscal Years:

Obligated:

Available:

Planned End:

Total of All Obligations: 5,000.00

Authorizations

View By: Service ☐ All Services

Service

Eligibility

Individual Employment Plan Development

Occupational Skills Training

Authorizations

Date	Provider	Authorized	Paid	In Full	Multi
07/05/07	Direct to Client	50.00	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/09/07	MSU - BILLINGS	800.00	800.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Select to view pertaining authorizations

Record: 4/4

<OSC>

Let's say, I want to authorize a payment to MSU for tuition out of the Adult program. The Adult program has \$5000 obligated for this participant. That is how much you have to spend out of this funding stream for this participant! (Notice in this case, there is only \$4150 available because of the payments already made.)

Notice I have the Occupational Skills Training supportive service highlighted before I authorize the payment.

Now, I click on the button.

Employment Plan Screen
Funding Tab
Authorize Button

MontanaWORKS [Test] - Employment Plan

File Edit Help

Create Authorization

Service: Occupational Skills Training

Number: 101447 Date: 07/06/07

Authorized Services / Goods

Direct to Client

Provider:

Print

Fund Source	Amount Available	Amt Authorized
WIA BOS ADULT (Oct - June) FY 2008 (Missoula Workforce Center Job S	4,150.00	.00

Total Authorized: .00


Save Close

Print Authorization

Save Cancel

Authorized

Detail description
Record: 1/1

This Create Authorization screen will pop up after you click on the  button.

Check to make sure the Service is correct, in this case, Occupational Skills Training. Type in a description of the authorization in the "Authorized Services/Goods" section.

Double click in the "Provider" field to bring up a list of providers who are attached to this type of service.

Complete the amount you want to authorize in the section at the bottom of the screen.

Employment Plan Screen
Funding Tab
 Authorize Button

MontanaWORKS {Test} - Employment Plan

File Edit Help

Create Authorization

Service: Occupational Skills Training

Number: 101449 Date: 07/06/07

Authorized Services / Goods: Authorizing Fall 2007 Tuition

☐ Direct to Client

Provider: MSU - BILLINGS | MSU - BILLINGS | 1500 NORTH 30TH STREET, BILLINGS, MT 59101

Print

Fund Source	Amount Available	Amt Authorized
WMA BOS ADULT (Oct - June) FY 2008 (Missoula Workforce Center Job S	4,150.00	800

☐ Print Authorization

Total Authorized: .00

Save Close

Save Cancel

Record: 1/1 <OSC>

The Print Authorization CHECKBOX, if left checked will print an authorization for you. **You should print this and keep it in the file. If you forget to print this, you can later; there will be a **Print** button on this screen.**

Save when you are done.

Employment Plan Screen Funding Tab

MontanaWORKS [Test] - Employment Plan

File Edit Navigation Options Utility Window Help

Employment Plan - ARTHUR FONZERELLI(999-06-3243) Plan 1 of 1 | Carol Evanger (406)542-5763

Enrollment Appropriateness Employment Plan Progress Funding Closures Case Notes

Enrollments

Fund Source, Enrollment	Available	Level	Closed
VMA BOS ADULT (Oct - June) FY 2006	105,247.00	Missoula Wor	<input type="checkbox"/>
VMA BOS ADULT(JULY - SEPT) PY 200	24,201.00	Missoula Wor	<input type="checkbox"/>

Obligation Plans

Level: Missoula Workforce Center Job Ser

Fiscal Years:	07/07 - 06/08	07/08 - 06/09	07/09 - 06/10	Total
Obligated:	5,000.00	.00	.00	5,000.00
Available:	3,350.00			
Planned End:	12/2009			

Level:

Fiscal Years:	07/07 - 06/08	07/08 - 06/09	07/09 - 06/10	Total
Obligated:				
Available:				
Planned End:				

Total of All Obligations: 5,000.00

\$ New Obligation

Authorizations

View By: Service ☐ All Services

Service

Eligibility

Individual Employment Plan Development

Occupational Skills Training

Authorizations

Date	Provider	Authorized	Paid	In Full	Multi
07/06/07	MSU - BILLINGS	800.00	.00	<input type="checkbox"/>	<input type="checkbox"/>
07/06/07	MSU - BILLINGS	2,500.00	.00	<input type="checkbox"/>	<input type="checkbox"/>
07/05/07	Direct to Client	50.00	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/05/07	MSU - BILLINGS	800.00	800.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

\$ Authorize

Save Cancel

Amount obligated

Record: 1/1

<OSC>

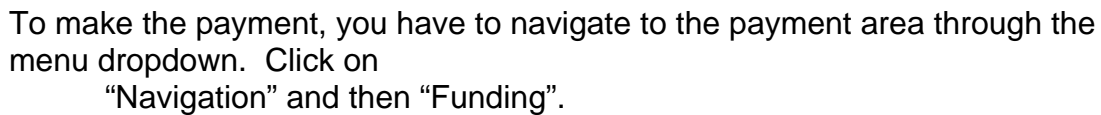
This is what your screen will look like after you authorize \$800 to MSU for the service, Occupational Skills Training from the Adult funding stream (plus others that have already been done for this participant).

Since you have authorized \$1650 out of the Adult program, you now have a remaining balance of \$3350 left out of the original \$5000 obligation (because other things have been paid for this participant). This screen print is for a different participant.

The **RED** text in the Authorizations section means that authorization was voided and the money returned to the available amount.

You still haven't made the payment... See next screen prints for how to make the payment.

STEP 3 MAKE THE PAYMENT



Funding Screen

MontanaWORKS {Test} - Funding

File Edit Navigation Options Utility Window Help

Funding

Search Funding Summary Payment Details Fund Source Fund Limits Reports

Auth Num:

SSN:

Last Name: SIMONSON First Name: MARCUS

Provider:

Area

☒ Summary

☐ Details

☐ Payment

Search

Results

Auth No.	Date	Provider	Seeker	SSN	Amount

Enter Seeker's First Name

Record: 1/1

<OSC>

start Montana State Emplo... Citrix ICA Client E... Instructions with Scre... Document2 - Microsof...

Page 9 Sec 1 9/9 At 1.3" Ln 3 Col 1 REC TRK EXT OVR

11:38 AM

When you get to the Funding Screen, you have to find your authorization. You can search on the Authorization Number, SSN, Last Name or First Name, or Provider.

Area

☒ Summary

☐ Details

☐ Payment

This area allows you to navigate to different tabs (Summary, Details, or Payment) when you perform the search.

In this example, I will search for Marcus Simonson and it will take me to the **Funding Summary Tab**.

Funding Screen

Funding Summary Tab

MontanaWORKS {Test} - Funding

File Edit Navigation Options Utility Window Help

Funding - MARCUS R SIMONSON(999-06-1448) | Suzanne Ferguson (406)444-4513

Search Funding Summary Payment Details Fund Source Fund Limits Reports

Authorizations

Number	Provider	Date	Goods/Services	Authorized	Paid	PIF
100189	MONTANA TECH COLLEGE OF TECHNOLOGY MO	05/16/07	Test	800.00	0.00	
100153	MONTANA TECH COLLEGE OF TECHNOLOGY MO	05/11/07	Authorizing payment for Tuition for Man	700.00	700.00	

Obligations

Fund Source	Year 1	Year 2	Year 3	Obligated	Available	Authorized	Paid	Planned End
TEST FUNDING (2007) Butte Job Service V	1,000.00	0.00	0.00	1,000.00	200.00	800.00	0.00	07/08
WMA BOS Adult (Oct-June) (2007) Butte J	2,000.00	0.00	0.00	2,000.00	1,300.00	700.00	700.00	07/08

Make Payment

Provider Name

Record: 1/2

Opening http://montanaworksdev.mt.gov:9326/forms90/900servlet;jsessionid=a1070853ce3c3c5fb366dd4d

Internet

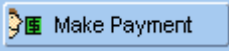
start

Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR

MetaFrame Present... Unread Mail - Micro... MontanaWORKS - ... MontanaWORKS (T... 2 Microsoft Office ... 1:09 PM

The screen brings up the authorizations that are in the system for whatever you searched on previously. If you had searched on a provider, all of the authorizations for that provider would be visible.

Make sure the correct authorization is highlighted in the "Authorizations Section" (sometimes there may be more than one displayed).

Make sure the correct funding source is highlighted in the "Obligations" Section and then click the  button.

Funding Screen
Funding Summary Tab
Make Payment Button

MontanaWORKS {Test} - Funding

File Edit Help

Payment

Provider: TOWN PUMP INC | TOWN PUMP Auth No: 105215 Amount: 100.00

Fund Source	Amount	LoOrg	Subclass	Fund Co	Acct Co	Project Grant
VMA CEP ADULT (JULY 01 - SEPT 30) PY 2007 (Butte Job S	100.00		790HC	03124	66272	VMACEPSFY08

Date: 09/26/07 Fiscal Month: 03

Provider Invoice No: Accrual Dt: Amount: 100.00

Description:

Payment Type

- ☒ SABHRS
- ☐ ProCard
- ☐ Petty Cash
- ☐ Non-State Agy

Send to Loc Office: Paid In Full:

Save Cancel Close

TEST FUNDING (2008) District VLRDC	500.00	0.00	0.00	500.00	0.00	500.00	0.00	01/08
TEST FUNDING (2008) Northwest (Region	0.00	0.00	0.00	0.00	0.00	0.00	0.00	08/08
VMA BOS Adult (Oct 01- June 30) (2008) I	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	1,500.00	07/08

Make Payment

Enter Amount to Pay

Record: 1/1 <OSC>

Type in the Amount you want to pay in the "Payment" section (does not have to be the entire amount) and then type in:

- Provider Invoice No.
- Accrual Dt: **Required field**, put in the date the invoice is due or the day you make the payment.
- Description – this will appear on the warrant/check to the vendor (JS providers only)
- Check the boxes that apply
 - I will mark Paid in Full
 - SABHRS, Procard, Petty Cash, Non-State Agy
 - Send to Loc. Office is for Job Service Employees.

Save

Navigate back to the Employment Plan Screen.

Employment Plan Screen

Funding Tab

MontanaWORKS {Test} - Employment Plan

File Edit Navigation Options Utility Window Help

Employment Plan - ARTHUR FONZERELLI(999-06-3243) Plan 1 of 1 | Carol Evanger (406)542-5763

Enrollment Appropriateness Employment Plan Progress Funding Closures Case Notes

Enrollments

Fund Source, Enrollment	Available	Level	Closed
VIA BOS ADULT (Oct - June) FY 2008	105,247.00	Missoula Wor	<input type="checkbox"/>
VIA BOS ADULT(JULY - SEPT) PY 2008	24,201.00	Missoula Wor	<input type="checkbox"/>

Obligation Plans

Level: Missoula Workforce Center Job Ser

Fiscal Years:	07/07 - 06/08	07/08 - 06/09	07/09 - 06/10	Total
Obligated:	5,000.00	.00	.00	5,000.00
Available:	3,350.00			
Planned End:	12/2009			

Total of All Obligations: 5,000.00

Authorizations

View By: Service ☐ All Services

Service: Occupational Skills Training

Date	Provider	Authorized	Paid	In Full	Multi
07/06/07	MSU - BILLINGS	800.00	800.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/06/07	MSU - BILLINGS	2,500.00	.00	<input type="checkbox"/>	<input type="checkbox"/>
07/05/07	Direct to Client	50.00	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/05/07	MSU - BILLINGS	800.00	800.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Save Cancel

Amount obligated
Record: 1/1

Notice that the payment we just made (\$800) is marked In Full because we made it be paid in full from the payment screen.

You can check this paid in full from this screen as well.

Special Instructions for paying Day Care Expenses

If you are going to pay for childcare, you must add the children on the:
Assessment Screen
Support System Tab
Household Members Section

MontanaWORKS [Test] - Assessment

File Edit Navigation Options Utility Window Help

Assessment - LUCY D LOGGER(999-08-3945) | Kathy Yankoff (406)444-7092

Employment Education **Support System** Financial Needs Tests

Assessment Date: 07/16/07 Last Update Date: 07/16/07

Childcare
Seeker Pregnant: No Due Date: Child Care Start Date
Household include children: Yes
Need child care supportive services to participate in employment activity: No
Describe:
Do you have a childcare provider?
What is your backup plan if provider is not available?
Additional Support
Any additional supports you need to be successful in employment/participation? help with living expenses

Transportation
What is your transportation? 1977 Ford F-150
What is your backup plan if primary transport is unavailable? Harley
Drivers License
State: MT Class: Class Code - A
Endorsements: M Status:
Support Contacts

Support Name	Number	Relationship	Type
Madge Miner	(406)461-9900	Mother	Cell phone
Paul Bunion	(406)333-1234	boyfriend	work phone

Print Add Delete

Housing
Homeless in the last year: No
Describe:
Current Situation: Rent
Expect any changes in 90 days: No
Describe:

Household Members

First	Mi.	Last	Birthday	Age	Gender	Relation	Dep
Lucy	D	Logger	03/29/1955	52	Fe...	Primary	
Larry	D	Logger, Jr	04/24/1991	16	Male	Child	

Add Delete

Save Cancel

Is the customer pregnant? "Yes" or "No"

Record: 1/1 <OSC>

After you have added them here, when you select childcare as a service, there will be a place for you to select which child or children you are paying day care expenses.

MontanaWORKS {Test} - Employment Plan

File Edit Help

Create Authorization

Service: Childcare

Number: 101773 Date: 07/16/07

Authorized Services / Goods: Authorizing daycare for July

☐ Direct to Client

Provider: ABC MONTESSORI | ABC MONTESSORI | PO BOX 190, EAST HELENA, MT 59635

Day Care Children

Print

Fund Source	Amount Available	Amt Authorized
VMA BOS ADULT(JULY - SEPT) PY 2007 (Great Falls Job Service Workfor	2,219.25	.00

☐ Print Authorization

Total Authorized: .00

Save Close

Notes

All Services

Paid	In Full	Multi

Authorize

Save Cancel

Record: 1/1 ... List of Valu... <OSC>

Double click in the Day Care Children section and the system will bring up a list of the children listed in the system for the participant.

Day Care Children

Logger, Jr, Larry

This is what the section will look like after you have chosen the child or children.

Proceed to making the payment like normal!